

100% GOVERNMENT PHOTO
ID CHECK TO ENTER THE
BUILDING

Center Hours of Operation:
Monday - Thursday
8:30am - 4:30pm
Friday
9:30am - 4:30pm



Headquarters

4058 Minnesota Avenue NE
Washington DC 20019
202-724-2337
www.dcnetworks.org

Unemployment Compensation:
Mon -Thurs 8:30am 4:00pm
Friday 9:30am - 4:00pm

***Center will be closed Monday, April 16th, in observance of DC Emancipation Day. ***

April 2018

	Monday	Tuesday	Wednesday	Thursday	Friday
Week 1	2	3	4	5	6
Week 2	9	10	11	12	13
Week 3	16 - Closed	17	18	19	20
Week 4	23	24	25	26	27
Week 5	30				

	Monday	Tuesday	Wednesday	Thursday	Friday
9:00-10:00	Get to Know Your American Job Center (Orientation)	Get to Know Your American Job Center (Orientation)	Get to Know Your American Job Center (Orientation)	Get to Know Your American Job Center (Orientation)	No Workshops
11:00- 1:00	Smart Resume: Tips, Tools and Techniques & Cover Letter(Part 1)	Navigating DC Networks (class time 11:00am - 12:00pm) Successfully Submitting Online Job Applications (class time 12:15pm - 1:00pm)	Creating A Smart Resume (Part 2)	The Conversation That Gets The Job (Interviewing Skills)	No Workshop
2:30 - 4:30	Microsoft Digital Alliance (Pre-registration is required)	Apprenticeship Information Session (Walk-ins Welcome)	Microsoft Digital Alliance (Pre-registration is required)	Individualized Work Readiness Assistance (By Appointment Only)	No Workshops
				Mock Interviews (By appointment only)	No Workshop

*Please provide proof of Social Security Number

Attendance Policy

First Come, First Serve Seating
Doors will be closed and session will begin at scheduled start time
Seating capacity strictly enforced

Although DOES makes every effort to maintain our schedules as assigned, session times are subject to change without prior notice

**REGISTRATION IN DCNETWORKS IS REQUIRED BEFORE SERVICES CAN BE RENDERED.
You can register at www.dcnetworks.org**

Session Descriptions

Get to Know Your American Job Center (General Orientation)

This session is designed to provide participants with general information and services provided by the Department of Employment Services and the American Job Center programs which includes an overview of scheduled Performance Enhancement Sessions.

Writing a Professional Cover Letter

A well-written cover letter can increase the chances of an employer viewing your resume. Learn how to write a professional cover letter that best represents your skills and strengths applicable to your desired position.

Smart Resume: Tips, Tools, and Techniques

Your resume is your first impression. Learn how to structure your resume in a way that will stand out to employers. Discussion will include strategies on how to cater your resume to the job description, different resume styles, and using key words and phrases.

The Conversation That Gets the Job (Interviewing Skills)

Market your skills to the employer and prepare for a professional interview. Learn about panel interviewing, what not to say during an interview, and what to do after the interview is over.

Navigating DC Networks

Learn the best strategies to connect with employers and their job postings online through DC Networks. This session will provide you with necessary information to assist you in putting your best foot forward online. Find out about tools that will help you show employers who you are, alert you when new jobs are posted and improve your job search.

Successfully Submitting Online Job Applications

Participants will learn how to apply for jobs online.

Microsoft Digital Alliance

Brand new to computers? This 6-week, hands-on course is for you! Learn how to use the mouse, keyboard, and send an email with an introduction to Microsoft Word. You must pre-register for this course by contacting the main desk at 202-724-2337.

Apprenticeship Information Session

This information session covers what you need to know to get started in Apprenticeship and construction. What is the work like, what are the expectations/requirements, and what are the next steps – join us to learn and get started in Apprenticeship and construction!

Job Corps is a free education and training program that helps young people learn a career, earn a high school diploma or GED and find and keep a good job. For eligible young people at least 16 years of age (16-24) that qualify as low income, Job Corps, provides the all around skills needed to succeed in a career and in life. Job Corps Orientation is every 2nd and 4th Thursday at 2:00pm. Walk-Ins Welcome

Partner Services

Vocational Rehabilitation Services

Ms. Kenny is available Tuesday's from 9:00am - 3:00pm and Ms. Smith is available Thursday's from 9:00am - 3:00pm. Customers must have a center referral before meeting with the Vocational Rehabilitation Representative, please see a Workforce Specialist to obtain the referral.

Staff may also connect job seekers with possible referrals to services that are offered in the community, including services for people with disabilities, mental health services, literacy/ESL/LEP services, etc...